



HR Officer

Reports to: Head of Human resources

Role type: Full-time

Location: Bangalore

Role type: Permanent

Salary: Competitive

Commencing: Immediately

About MAP

The Museum of Art & Photography (MAP) is a new and innovative museum that opened its doors to the public in February 2023. MAP's mission is to exhibit, interpret and preserve a growing collection of art and cultural artefacts, motivated by a belief that museums can play a positive role in society.

Since 2016, even while the museum's physical space was being built, MAP has been carrying out its mission by actively reaching out to the local community through a variety of programmes and projects. With the pandemic, it also took a lot of its programmes online.

This is an exciting time to join the team at MAP, in our new space and with many new projects in the pipeline. With audience development and growth one of the primary areas of focus with the physical museum now open and operational, we're looking to expand our Programmes team.

Role overview

The HR Officer will support the HR Head in the department in various administrative and operational functions. This role involves managing recruitment processes, employee relations, performance management, and ensuring compliance with labor laws and Organisational policies.

Duties and Responsibilities

- **Recruitment and Staffing:**
 - Coordinate and facilitate the recruitment process, including job postings, screening resumes, and scheduling interviews.
 - Conduct initial interviews and assist in the selection process.
 - Prepare and present job offers to successful candidates.
- **Employee Onboarding:**
 - Manage the onboarding process for new hires, ensuring a smooth transition into MAP.
- **Employee Relations:**
 - Serve as a point of contact for employee inquiries regarding HR policies, procedures, and benefits.
 - Assist in resolving employee issues and conflicts in a fair and timely manner.
- **Performance Management:**
 - Support the performance appraisal process, including setting timelines and reminders.
 - Assist in setting employee performance goals and providing feedback.
- **Training and Development:**
 - Assisting the Head of the Department in training needs analysis.
 - Coordinating employee training sessions and workshops.
 - Maintain training records and evaluate the effectiveness of training programs.
- **Compliance and Reporting:**
 - Ensure compliance with labour laws and regulations.
 - Assist in the preparation of HR reports and metrics for management.
- **HR Administration:**
 - Maintain employee records and HR databases, ensuring accuracy and confidentiality.
 - Support payroll processing and benefits administration as needed.
 - Manage employees rosters, attendance and leave records



Qualifications:

- Education: Bachelor's degree in human resources, Business Administration, or related field.
- Experience: Minimum 5-10 years of experience in Human Resources
- Skills:
 - Strong understanding of HR principles and practices.
 - Excellent communication and interpersonal skills.
 - Proficiency in Microsoft Office Suite and HR software (HRMS).
 - Strong organisational and multitasking abilities.
 - Experience in the development sector would be an added advantage.

Equality & Diversity

MAP is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly.

We welcome creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.